



**Code: 1228**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

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## **CLASS TITLE: REVENUE INVESTIGATOR II**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, independently performs a full range of investigative duties to enforce and ensure compliance with the City's business license ordinances, and performs related duties as required

### **ESSENTIAL DUTIES**

- Conducts field investigations of large and complex businesses to ensure that they are registered for all applicable City business licenses
- Inspects businesses to ensure that they are operating with current and appropriate licenses (e.g., tobacco, liquor, public place of amusement) and that licenses are properly displayed
- Researches and examines available license records and gathers related information to determine businesses' license liabilities
- Issues citations and delinquent notices to businesses and confiscates illegal merchandise
- Interprets business license ordinances and explains payment requirements to business owners
- Prepares written reports detailing the findings of business license compliance investigations
- Participates in enforcing business close-up orders
- Testifies at court proceedings regarding businesses' failure to comply with the City's business license ordinances
- Acts as a lead worker on large-scale and special business license compliance investigations, as required
- Assists in training entry level Revenue Investigators, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with an Associate's degree or 60 hours of college credit in Criminal Justice, Law Enforcement, or a directly related field, plus one year of investigative work experience; **OR** three years of investigative work experience; or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

### **WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Two-way radio
- Photographic and video equipment

**PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended or continuous periods of time

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- permit and licensing applications, fees, and programs
- \*investigation and inspection methods, techniques, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Revenue Investigator I class

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Revenue Investigator I class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong

Other abilities as required for successful performance in the Revenue Investigator I class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
July, 2014